



Michigan Supreme Court

State Court Administrative Office
Judicial Information Systems
Michigan Hall of Justice
925 W. Ottawa Street
Lansing, Michigan 48915

MEMORANDUM

DATE: **January 3, 2008**

TO: **JIS District Courts**

FROM: **JIS District Court Team**

RE: **FAC/FCJ and Action Edit Errors from Department of State**

The ability to receive the **FAC/FCJ AND ACTION EDIT ERRORS** report from the Department of State (DOS) in an electronic format on a daily basis is now available. JIS will begin transmitting this report on Monday, January 7, 2008.

This report works in a similar fashion as the **ABSTRACT COURT ERROR MESSAGES** report you currently receive. The FAC/FCJ Error Report will be routed to the same printer out queue as the Abstract Error Report. If you want the report routed to a different printer out queue, call the DCS Help Desk (ask for Operations or choose option 5 for Operations) or email the information to the DCS Help Desk.

A few important points to know about this report:

- The FAC/FCJ Error Report is currently being sent by DOS two business days after suspensions have been sent to DOS. It should be in your printer out queue between 10:00 a.m. - 10:30 a.m. If you do not create FAC/FCJ media for a certain day, then you will not receive an error report two business days later. You will receive a blank error report when there are no errors found on the FAC/FCJ media submitted.
REMINDER: *Online court suspensions should be available for pick up by JIS daily at 2:00 p.m. All other courts should create FAC/FCJ media before 2:00 p.m. in order for suspensions to be sent to the DOS that day.*

- When the FAC/FCJ Error Report is in your printer out queue the **User Data** name starts with DR1050 followed by your DOS court number. The Abstract Error report starts with DR1320. See example below.

File	User	User Data	Sts	Pages	Copies	Form Type	Pty
D54B0A144D	QNETSPLF	DR1320 144D	HLD	2	1	*STD	5
D54B0A144D	QNETSPLF	DR1050 144D	HLD	2	1	*STD	5

- The FAC/FCJ Error Report will be in a held status (HLD) in the out queue until you release it to the printer. After printing, it will go to a saved status (SAV).
- This is a DOS report. Questions about the report results should be directed to Abstract Processing at 517-322-1598. The report will look very similar to the paper copy you are currently receiving from DOS via the mail. The paper copy will continue to be mailed by DOS. After you are comfortable with the electronic format and if you do not wish to receive the paper copy, contact Abstract Processing at 517-322-1598 to remove your court from the mailing list for FAC/FCJ errors. The DOS plans to stop sending a paper copy of this report later in 2008 to courts that report electronically.